

# **DIRECTIONS FOR COMPLETING FORMS**

1. All forms must be completed in **BLACK** ink only.
2. All documents must be signed. No faxed copies are allowed. Original copies only.
3. You must be a U.S. citizen on the day your application is due which is April 11, 2003.
4. Only **ONE** application per person.
5. **DO NOT MODIFY** any portion of the forms since these are official documents.
6. No electronic copies will be accepted. You may not apply via the stairs inventory.
7. Forms may be downloaded from the Internet, but must be printed in **BLACK INK** only. **NO COLORED** paper allowed - forms must be printed on **PLAIN WHITE PAPER** only.
8. If you are claiming Veterans Preference, you must submit your DD 214 copy #4 or if you are claiming more than 5 points you must include a current VA letter and SF-15 when submitting your application or no veterans preference may be given to you.
9. Declaration for Federal Employment (Form 306) - No correction fluid/tape is allowed. If you make a mistake, draw a single line, date and initial. No other markings should be on the form.
10. Form 306, Questions 9-18 should be marked either with an "X" or "check mark".

## **General Information about Selective Service System**

### **(Form 306, Questions 7a-7c)**

**Almost all male U.S. citizens, who are ages 18 through 24, are required to register for the Selective Service.** Dual nationals of the U.S. and another country are required to register, regardless of where they live, because they are nationals. It's important to know that even though he is registered, a man will not automatically be inducted into the military. In a crisis requiring a draft, men would be called in sequence determined by random lottery number and year of birth. Then, they would be examined for mental, physical and moral fitness by the military before being deferred or exempted from military service or inducted into the Armed Forces.

The law requires virtually all male U.S. citizens (regardless of where they live), and male immigrants residing in the U.S. (permanent resident aliens), to register within 30 days of their 18th birthday. Therefore, to be in full compliance with the law, a man turning 18 should register during the period of time beginning 30 days before, until 30 days after his 18th birthday...a 60-day window.

Late registrations are accepted, but not once a man reaches age 26. Men who do not register within the 60-day window are technically in violation of the law and should register as soon as possible.

### **Here are some places to register:**

#### **AT THE POST OFFICE**

Selective Service "mail-back" registration forms are available at any Post Office. A man can fill it out, sign it, affix postage, and mail it to Selective Service, without the involvement of the postal clerk. Men living overseas may register at any U.S. Embassy or consular office.

#### **BY MAIL**

A young man may also register by filling out a Reminder Mailback Card. Selective Service sends this card to many young men around the time they turn 18. Mailback cards are also available at some post offices. A man can fill out the card at home and mail it directly to Selective Service. Forms will be sent to: Selective Service System, Registration Information Office, P.O. Box 94638, Palatine, IL 60094-4638.

Additional information available at the following website:

<http://www.sss.gov>